Part 13 - Compliance with Standards for Public Libraries

Questions relating to standards are in bold font

o   The answers in this section assist in determining where your library is in compliance with the standards

o   Standards which can be verified by data or information elsewhere in the report do not appear in this section

o   Please answer only "yes", "no", or "n/a" if applicable, ~~not both~~ and DO NOT skip a question

Please answer either "Yes", "No", or "N/A" if applicable.

Do not skip any questions.

Does your library:

13-001   Comply with Public Library Law under IC 36-12?
        Per 590 IAC 6-1-4(a). Consult these URLs for the most current laws.
        http://www.in.gov/legislative/ic/code/title36/ar12/ and
        http://www.in.gov/legislative/iac/iac_title?iact=590

13-002   Comply with the Indiana Library and Historical Department Law under IC 4-23-7?
        Per 590 IAC 6-1-4(a). Consult this URL for the most current laws.
        http://www.in.gov/legislative/ic/code/title4/ar23/ch7.html

13-003   Comply with other Indiana laws that affect municipal corporations?
        Per 590 IAC 6-1-4(a). Many of these laws can be found in the State Board of Account's *Accounting and Uniform Compliance Guidelines Manual for Public Libraries*. You should also consult http://www.in.gov/legislative/ic/code

13-004   Comply with all federal laws affecting employment practice?

Per 590 IAC 6-1-4(e). The primary source of information is the United States Department of Labor, starting with this URL, http://www.dol.gov/ There are other sources of information, but the library's attorney should be consulted.

13-005   Are all newly constructed and existing library facilities are in compliance with local, state, and federal building and health and safety codes?
Per 590 IAC 6-1-4(i). Report for all buildings in library system, central library and any branch(es). Consult with your library attorney, local building inspector, and other professionals.

13-006   Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?
Per 590 IAC 6-1-4(j). Consult http://www.ada.gov/ and with local disabilities organizations.

Do the library board and director maintain separate functions as follows:

13-007   The board is responsible for governance and policy.
Per 590 IAC 6-1-4(c). The board members' duties can be defined loosely as dealing with issues that affect the whole library and its position in the community. (IC 36-12-3-3) The board sets parameters of how the library will operate. The board is responsible for governing the library by writing policy, developing a long-range plan and delegating management responsibility to the director.

13-008   The director Is responsible for administration, operation and management of the library
Per 590 IAC 6-1-4(c). The director's duty is to carry out the day-to-day functions (procedures) of running the library within the parameters (policies) set by the board. (IC 36-12-2-24(a) last sentence).

Does the director

13-009   Work full-time?

Full-time" means that the director is paid for: **(1)** at least thirty-five (35) hours per week; OR **(2)** if the library is open fewer than thirty-five (35) hours per week, the number of hours that the library is open. **Per 590 IAC 6-1-4(b)**.

13-010   Have the required librarian certification rules under 590 IAC 5?

(Check https://mylicense.in.gov/EVerification/Search.aspx if any question occurs)

Per 590 IAC 6-1-4(b).   (Check https://mylicense.in.gov/EVerification/Search.aspx if any question occurs). *NEW*

With the advice and recommendations of the library director, the library board has adopted the following policies and procedures?

13-011   An annual classification of employees

Per 590 IAC 6-1-4(d). Employees' positions shall be listed by job title (qualifications for each level are optional).

13-012   Schedules of salaries

Per 590 IAC 6-1-4(d). Salaries will be listed for each classification of employee, for all employees.

13-013   A proposed library budget

Per 590 IAC 6-1-4(d). Trustees have adopted a proposed budget for the next year. *NEW*

13-014   Library policies

Per 590 IAC 6-1-4(d). Policies are listed on page 38 of the New Director's One Stop Guide 2012 http://www.in.gov/library/files/NDM2012_Chapter_03.pdf *NEW*

13-015   **Employment practices, including**

Per 590 IAC 6-1-4(e). Answer "Yes" if the board has adopted employment policies and procedures other than those listed in 13-016 through 13-018. *NEW*

13-016   **Recruitment**

Per 590 IAC 6-1-4(e). Answer "Yes" if the board has adopted policies concerning how potential employees, sometimes only the director, will be recruited, including placing job ads. *NEW*

13-017   **Selection**

Per 590 IAC 6-1-4(e). Answer "Yes" if the board has adopted policies concerning how employees will be selected from candidates for a position. *NEW*

13-018   **Appointment**

13-019   **Personnel actions**

Per 590 IAC 6-1-4(e). Answer "Yes" if the board has adopted policies concerning personnel actions, such as promotions, grievances, etc. *NEW*

13-020   **Salary administration**

Per 590 IAC 6-1-4(e). Answer "Yes" if the board has adopted a policy concerning how salary is paid. "All compensation and benefits paid to officials and employees must be included in the labor contract, salary ordinance, resolution or salary schedule adopted by the governing body unless otherwise authorized by statute. Compensation should be made in a manner that will facilitate compliance with state and federal reporting requirements", per State Board of Account's *Accounting and Uniform Compliance Guidelines Manual for Public Libraries, 8-1* *NEW*

13-021   **Employee benefits**

Per 590 IAC 6-1-4(e). Answer "Yes' if the board has adopted policies concerning employee benefits, such as PERF, health insurance, or anything listed In 11-012 through 11-060. *NEW*

13-022   Conditions of work
Per 590 IAC 6-1-4(e). Answer "Yes' if the board has adopted policies concerning breaks, lunches, dress code, etc. *NEW*

13-023   Leaves
Per 590 IAC 6-1-4(e). Answer "Yes' if the board has adopted policies concerning military leave, maternity leave, FMLA, etc. *NEW*

13-024   Does the library board adhere to the principles discussed in approved and current Indiana state library publications for library trustees?
Per 590 IAC 6-1-4(f). The current document for trustees is entitled *In the Public Trust*, http://www.in.gov/library/3274.htm Answer "Yes" if this statement is true.

13-025   Does the library have written bylaws that state its purpose and its operational procedures?
Per 590 IAC 6-1-4(g). Answer "Yes" or "No". Templates and other information are available at http://www.in.gov/library/standards.htm *NEW*

Do the library bylaws specifically state rules governing:

13-026   Conflicts of interest issues
Per 590 IAC 6-1-4(g). Answer "Yes" or "No". There is useful information and a form to complete, if needed, in Chapter 7 of the State Board of Account's *Accounting and Uniform Compliance Guidelines Manual for Public Libraries* *NEW*

13-027   Nepotism.
Per 590 IAC 6-1-4(g) Answer "Yes" or "No". *NEW*

13-028   **Have the bylaws been reviewed by the board in the last three (3) years?**
Per 590 IAC 6-1-4(g).   Answer "Yes" or "No". *NEW*

13-029   **Has a copy of the current version of the bylaws been submitted to the Indiana**
State Library?
Per 590 IAC 6-1-4(g).   Answer "Yes" or "No". *NEW*

13-030   **Have all amendments to the bylaws been adopted by the board and have they**
been submitted to the Indiana State Library with the annual report?
Per 590 IAC 6-1-4(g).   Answer "Yes" or "No". *NEW*

Does Your Library Have:

13-031   **A Collection Development Plan?**
Per 590 IAC 6-1-4(h)(1).   Answer "Yes" or "No". *NEW*

13-032   **Written principle of access to all library materials and services?**
Per 590 IAC 6-1-4(h)(2) and 590 IAC 6-1-4**(k)**.   Answer "Yes" or "No". Some
information may be found at http://www.ala.org/advocacy/intfreedom/librarybill
NEW

13-033   **Does the library have a long-range plan of service?**
Per 590 IAC 6-1-4(h)(3).   Answer "Yes" or "No".   Templates and other
information are available at http://www.in.gov/library/standards.htm *NEW*

13-034   **Which years are covered by the plan?**
Per 590 IAC 6-1-4(h)(3).   List years or "N/A". *NEW*

13-035   **Has the long range plan been updated in the last three (3) years?**
Per 590 IAC 6-1-4(h)(3).   Answer "Yes" or "No".   *NEW*

13-036   **Have copies of the plan, updates, and all revisions been filed with the Indiana**
             State Library?
             Per 590 IAC 6-1-4(h)(3).   Answer "Yes" or "No". *NEW*

Does your long range plan include:

13-037   **A statement of community needs and goals?**
             Per 590 IAC 6-1-4(h)(3).   Answer "Yes" or "No".   *NEW*

13-038   **Measurable objectives and service responses to the community's needs and**
             goals?
             Per 590 IAC 6-1-4(h)(3).   Answer "Yes" or "No".   *NEW*

13-039   **An assessment of facilities, services, technology, and operations?**
             Per 590 IAC 6-1-4(h)(3).   Answer "Yes" or "No". *NEW*

13-040   **An ongoing annual evaluation process?**
             Answer "Yes" or "No". *NEW*

13-041   **Financial resources and sustainability?**
             Per 590 IAC 6-1-4(h)(3).   Answer "Yes" or "No". *NEW*

13-042   **Collaboration with other public libraries?**
             Per 590 IAC 6-1-4(h)(3).   Answer "Yes" or "No". *NEW*

13-043   **Collaboration with other community partners?**
             Per 590 IAC 6-1-4(h)(3).   Answer "Yes" or "No". *NEW*

13-044   Does the library have a technology plan?
Per 590 IAC 6-1-4(h)(4).   Answer "Yes" or "No". *NEW*

13-045   Which years are covered by the plan?
Per 590 IAC 6-1-4(h)(4).   List years or "N/A". *NEW*

13-046   Has the technology plan been updated in the last 3 years?
Per 590 IAC 6-1-4(h)(4).   Answer "Yes" or "No". *NEW*

13-047   Have copies of the plan, updates, and all revisions been filed with the Indiana State Library?
Per 590 IAC 6-1-4(h)(4).   Answer "Yes" or "No". *NEW*

Does your technology plan include:

13-048   Goals and realistic strategy for using telecommunications and information technology?
Per 590 IAC 6-1-4(h)(4).   Answer "Yes" or "No". *NEW*

13-049   A professional development strategy?
Per 590 IAC 6-1-4(h)(4).   This refers to professional development for staff in the area of technology. Answer "Yes" or "No". *NEW*

13-050   An assessment of telecommunication services, hardware, software, and other services needed?
Per 590 IAC 6-1-4(h)(4).   Answer "Yes" or "No". A template is available upon request. *NEW*

13-051   An equipment replacement schedule?
Per 590 IAC 6-1-4(h)(4).   Answer "Yes" or "No". *NEW*

13-052   **Financial resources and sustainability?**

Per 590 IAC 6-1-4(h)(4).   Answer "Yes" or "No". *NEW*

13-053   **An ongoing annual evaluation process?**

Per 590 IAC 6-1-4(h)(4).   Answer "Yes" or "No". *NEW*

13-054   **An automation plan that conforms to national cataloging standards?**

Per 590 IAC 6-1-4(h)(4).   Answer "Yes" or "No". *NEW*

13-055   **Does your library provide interlibrary loan free of charge to other libraries within Indiana (other than reimbursement for actual direct photocopy and postage costs).**

Per 590 IAC 6-1-4(k)(6).   Answer "Yes" or "No".

The library lends materials

13-056   **via Statewide reciprocal borrowing program?**

Per 590 IAC 6-1-4(k)(6)(A). This question is prefilled and locked, based on the resolution individual public libraries have on file with the Indiana State Library. The list is posted at http://www.in.gov/library/ldoresources.htm "Reciprocal Borrowing Covenants.xls". Contact the Library Development Office with any question, correction, change, etc. *NEW*

13-057   **via the Evergreen consortium?**

Per 590 IAC 6-1-4(k)(6)(C). This question is prefilled and locked, based on the information provided by the Evergreen consortium. The list may be viewed at http://www.in.gov/library/3399.htm Contact the Library Development Office with any question, correction, change, etc. *NEW*

13-058   **Using OCLC Resource Sharing?**

Per 590 IAC 6-1-4(k)(6)(B). Answer "Yes" or "No". *NEW*

13-059 **Using a local reciprocal borrowing agreement with at least one (1) other public library district within the library district's county or an adjacent county?**
Per 590 IAC 6-1-4(k)(6)(D). Each library must have a signed agreement on file with the Indiana State Library/Library Development Office. The Indiana State Library also maintains records of 13-056 statewide reciprocal borrowing participants and 13-057 Evergreen participants. Answer "Yes" or "No".

13-060 **How many days per week does your library subscribe to InfoEXPRESS?**
Per 590 IAC 6-1-4**(k)(7).** This question is prefilled and locked, based on payment records maintained by the Indiana State Library. Contact the Library Development Office with any question, correction, change, etc. *NEW*

Does the library provide adult services that include the following?

13-061 **Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.**
Per 590 IAC 6-1-4(k)(8)(A). The individual would be certified according to the requirements of the local library. Answer "Yes" or "No".

13-062 **Knowledge of and access to reference materials, including INSPIRE.**
Per 590 IAC 6-1-4(k)(8)(B). Knowledge would include education or experience with reference materials and databases, including the INSPIRE databases. Answer "Yes" or "No".

13-063 **A collection of materials for adults.**
Per 590 IAC 6-1-4(k)(8)(C). This collection would be chosen with the needs and interests of adults as criteria. Answer "Yes" or "No".

13-064   **Space designated in the library for adult services.**

             An enhanced level of service is achieved when a library designates:

             Per 590 IAC 6-1-4(k)(8)(D). Answer "Yes" or "No".

13-065   **One (1) or more staff to serve at least part time, with appropriate certification, as an adult services librarian, at each fixed location?**

             An exceptional level of service is achieved when a library designates:

             Per 590 IAC 6-1-4(k)(8)(E). Answer "Yes" or "No". All 3 conditions must apply to answer "Yes".

13-066   **One (1) full-time equivalent, with appropriate certification, as an adult services librarian, at each fixed location?**

             An exceptional level of service is achieved when a library designates:

             One **(1)** full-time equivalent, with appropriate certification, as an adult services librarian, at each fixed location? **Per 590 IAC 6-1-4(k)**(8)(F). Answer "Yes" or "No". All 4 conditions must apply to answer "Yes".

Does the library provide young adult services that include the following?

13-067   **Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.**

             Per 590 IAC 6-1-4(k)(9)(A). The individual would be certified according to the requirements of the local library,   Answer "Yes" or "No". .

13-068   **Knowledge of and access to reference materials, including INSPIRE.**

             Per 590 IAC 6-1-4(k)(9)(B).   Yes or No. Knowledge would include education or experience with reference materials and databases, including the INSPIRE databases.

13-069   **A collection of materials for young adults.**

             Per 590 IAC 6-1-4(k)(9)(C). This collection would be chosen with the needs and interest of young adults as criteria. Answer "Yes" or "No".

13-070   **Space designated in the library for young adult services.**

An enhanced level of service is achieved when a library designates:

Per 590 IAC 6-1-4(k)(9)(D).   Answer "Yes" or "No".

13-071   **One (1) or more staff to serve at least part time, with appropriate certification, as a young adult services librarian, at each fixed location?**

An exceptional level of service is achieved when a library designates:

One **(1)** or more staff to serve at least part time, with appropriate certification, as a young adult services librarian, at each fixed location? – **Per 590 IAC 6-1-4(k)(9)(E).** Answer "Yes" or "No". All 4 conditions must apply to answer "Yes".

13-072   **One (1) full-time equivalent, with appropriate certification, as a young adult services librarian, at each fixed location?**

An exceptional level of service is achieved when a library designates:

One **(1)** full-time equivalent, with appropriate certification, as a young adult services librarian, at each fixed location? - **Per 590 IAC 6-1-4(k)(9)(F).**   Answer "Yes" or "No". All 4 conditions must apply to answer "Yes".

Does the library provide children's services that include the following?

13-073   **Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.**

Per 590 IAC 6-1-4(k)(10)(B).   The collection would be selected with the needs and interests of children, parents and caregivers as criteria.   Answer "Yes" or "No".

13-074   **A collection of materials for children, parents, and caregivers in each fixed location.**

Per 590 IAC 6-1-4(k)(10)(B).   The collection would be selected with the needs and interests of children, parents and caregivers as criteria.   Answer "Yes" or "No".

13-075 **Space in each fixed location designated in the library for children's services.**
An enhanced level of service is achieved when a library designates:
Per 590 IAC 6-1-4(k)(10)(C). Answer "Yes" or "No".

13-076 **One (1) or more staff to serve at least part time, with appropriate certification,**
as a children's services librarian, at each fixed location?
An exceptional level of service is achieved when a library designates:
One **(1)** or more staff to serve at least part time, with appropriate certification, as a
children's services librarian, at each fixed location? – **Per 590 IAC 6-1-4(k)(10)(D).**
Answer "Yes" or "No". All 4 conditions must apply to answer "Yes".

13-077 **One (1) full-time equivalent, with appropriate certification, as a children's**
services librarian, at each fixed location?
An exceptional level of service is achieved when a library designates>:
One **(1)** full-time equivalent, with appropriate certification, as a children's services
librarian, at each fixed location? - **Per 590 IAC 6-1-4(k)(10)(D).** Answer "Yes" or
"No". All 4 conditions must apply to answer "Yes".

13-078 **Are patrons who are unable to read regular print, because of a visual or a**
physical disability, are provided access directly or through the Indiana state
library to large print books, Braille books, audio books, and enhanced media?
Per 590 IAC 6-1-4(k)(12). Applications may be downloaded from the Indiana State
Library website. Librarians are authorized to sign applications for patrons with visual
or physical difficulties with regular print. (This includes someone who is allergic to
ink, cannot hold a book, etc.) A medical doctor must sign an application for a patron
with a learning disability. Visit this URL for more information:
http://www.in.gov/library/tbbl.htm Answer "Yes" or "No".

13-079 **Does the library provide computers for the free use of all persons regardless of**
residency, so long as such use would not violate any laws or other legally binding

prohibitions imposed upon the person, including, but not limited to, fines owed to the library or violations of library policies?

Per 590 IAC 6-1-4(k)(14) The library must make all computers, whether Gates, locally purchased, gifts or obtained in any other way, available to eligible people. Eligibility may be based on whether they owe fines to the library or have a documented violation of library policy. The policies should be available to the public. Answer "Yes" or "No".

13-080   Does the library provide support for continuing education for staff and trustees? Does your library provide the following means of communicating with the public:

Per 590 IAC 6-1-4(m). The library is encouraged to support continuing education for staff with paid time off and financial assistance for fees, travel, lodging and related expenses on an annual basis. Webinars, library conferences, in-person trainings are all acceptable support. Trustees' registration fees may be paid and travel expenses may be reimbursed. Written policies should be adopted, describing the support the library makes available. Answer "Yes" or "No".

13-081   An answering machine, voice mail or other similar technology to provide operating hours of the library?

Per 590 IAC 6-1-4(k)(4)(A) – Answer "Yes" or "No". *NEW*

13-082   Does your library provide a means to provide copies to the public at each location. (A fee may be charged not to exceed a fee established by Indiana State Law)?

Per 590 IAC 6-1-4(k)(4)(D). Consult IC 5-14-3-8, Answer "Yes" or "No".
http://www.in.gov/legislative/ic/code/title5/ar14/ch3.html

Does your library webpage include:

13-083   Hours of operation?

Per 590 IAC 6-1-4(k)(5)(A). This should specify hours of operation for the month during which the website is checked and be updated as necessary. Answer "Yes" or "No". *NEW*

13-084   **A physical address for your library?**
Per 590 IAC 6-1-4(k)(5)(A). Addresses for all fixed locations, and this should include the city and state. Answer "Yes" or "No". *NEW*

13-085   **A map for each fixed location?**
Per 590 IAC 6-1-4(k)(5)(A). Maps for all fixed locations.. Answer "Yes" or "No". *NEW*

13-086   **A telephone number?**
Per 590 IAC 6-1-4(k)(5)(A). Answer "Yes" or "No". *NEW*

13-087   **An e-mail address or means of electronic contact?**
Per 590 IAC 6-1-4(k)(5)(A). This may either be an e-mail address or a form, to be completed at the website, which is automatically emailed to a specific e-mail address. Answer "Yes" or "No". *NEW*

13-088   **A link to free electronic resources, for example INSPIRE?**
Per 590 IAC 6-1-4(k)(5)(B). Answer "Yes" or "No". *NEW*

13-089   **Publicly posted policies adopted by the library board, including, but not limited to, circulation policies, fees, and internet use policies?**
Per 590 IAC 6-1-4(k)(5)(C).   Answer "Yes" or "No". *NEW*

13-090   **A link to the library's online public access catalog?**
Per 590 IAC 6-1-4(k)(5)(D). Answer "Yes" or "No". *NEW*

13-091   **A calendar of events and programs which is updated at least monthly?**

Per 590 IAC 6-1-4(k)(5)(E). Answer "Yes" or "No". *NEW*

13-092 **Has your Internet Policy been reviewed by the board in the last year?**

Per IC 36-12-1-12. Answer "Yes" or "No". *NEW*